

ANDREW R. COE

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- SKILLS:
- Experienced in technical writing using platforms such as Microsoft Publisher, Adobe Frame Maker and Acrobat.
 - Proficient in other Microsoft programs such as Word, Excel, Powerpoint, Frontpage, and Access.
 - Self-motivated in accomplishing tasks, but adept at working in a team environment. Capable of coordinating tasks and resources in accomplishing goals. Dependable and imaginative in accomplishing work objectives
 - Experienced in QC techniques of mercury porosimetry, shear strength testing, wet chemistry protocols and GLP.
 - Competent in biochemical lab techniques such as gel electrophoresis, microorganism identification, southern blotting, SDS-Page, ligations, PCR, protein purification, phage display, and appropriate aseptic techniques.
 - Fluent in Swahili.

- EDUCATION: 8/1997 – 5/2001 **Bachelor of Science in Biochemistry & Molecular Biology, Pennsylvania State University, State College, PA.** Earned a grade point average of 3.37 / 4.0.
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➤ RELEVANT EMPLOYMENT:

- 2/2007 – Present • **Technical Writer, YOH Scientific.** Authoring service and technical manuals for Dade Behring using Adobe Frame Maker. Responsible for developing and maintaining content and format of these manuals.
- 11/2005 – 1/2007 • **Lab Technician, K-force Scientific Staffing.** Conducted quality control analysis of porous polyethylene (PPE) product samples for Synthes USA using porosimetry and other laboratory instrumentation. Responsible for equipment maintenance and have developed protocols for sample runs. Efficient and timely analysis has allowed PPE project to move forward quicker than expected.
- 10/2005 – Present • **Chemistry & Mathematics Tutor, Club Z! Tutoring.** Tutoring high school students to strengthen conceptual understanding and problem solving capabilities within their deficient subjects. All students have improved in their various assessments at school.
- 12/2001 – 12/2004 • **Education Volunteer, Peace Corps / Tanzania.** Taught O-level Chemistry at Sumve Secondary School in the rural village of Sumve, Tanzania, and engaged students in health awareness and gender equality activities as part of Peace Corps / Tanzania's Education project. Successfully trained 50 new Peace Corps volunteers in the Tanzanian education system in 2002, 2003, and 2004 at the Pre-Service Training. Managed resources for Education volunteers, and produced a weekly publication for TANEDU (www.tanedu.org), a Tanzanian NGO that provides resources for stakeholders of the Tanzanian Education system.
- 1/2001 – 4/2001 • **Chemistry Tutor, Chemistry Department of the Pennsylvania State University.** Tutored underclass students in theory and practical understanding of general and organic chemistry.
- 6/2000 – 8/2000 • **Summer Intern, Wyeth-Ayerst Research.** Conducted research in the Infectious Disease division, doing research on Hepatitis C viral protein through the use of peptide display (phage and bacterial) and a yeast two-hybrid system to find binding motifs.
- 8/1999 – 12/1999 • **Lab Technician, Glaxo SmithKline Pharmaceuticals.** Researched in the Anti-Infectives Group of the Microbiology Department doing knockout constructs on genes in *S. pneumoniae* to establish anti-biotic targeting.

➤ OTHER EMPLOYMENT:

- 3/2007 – Present • **Swahili Instructor, Chester County Night School.** Taught introductory level Swahili course using adult learning and experiential models to students eager to learn more about East African culture via the language.
- 9/2006 – 10/2006
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➤ ACTIVITIES:

- 4/2000 – 8/2001 • **Member of the Gamma Chapter of Kappa Theta Epsilon (KΘE), the Cooperative Education Honor Society.** Served as the chapter secretary for the 2000 – 2001 school year at Penn State University and co-coordinator for the highly successful 2001 National Conference of KΘE held at Penn State University.
- 9/1992 – Present • **Member of Octoraro Lodge #22, Order of the Arrow.** Providing volunteer service to the Chester County Council Boy Scout camps and leadership to its members. Elected into the Vigil Honor and bestowed the rare Founders' Award for Distinguished Service to Scouting.
- 5/1990 – Present • **Member of Boy Scout Troop 31, Chadds Ford, PA.** Earned the Eagle Scout Award in the troop by serving in almost every youth leadership position. Serving currently as an Assistant Scoutmaster with the troop.

REFERENCES AVAILABLE UPON REQUEST